



MEMORANDUM

CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601

PHONE: (315) 785-7730 – FAX: (315) 782-9014

TO: Planning Board Members

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Site Plan Approval – JCC Dormitory, 1220 Coffeen Street

DATE: March 21, 2013

Request: Site Plan Approval for the construction of an approximately 62,000 square foot dormitory on various parcels located on the Jefferson Community College campus, south of Rand Drive and east of Cannoneer Loop

Applicant: JCC Faculty-Student Association

Proposed Use: Dormitory suites

Property Owner: Jefferson County

Submitted:

Property Survey: Yes	Preliminary Architectural Drawings: No
Site Plan: Yes	Preliminary Site Engineering Plans: Yes
Vehicle and Pedestrian Circulation Plan: Yes	Construction Time Schedule: Yes
Landscaping and Grading Plan: Yes	Description of Uses, Hours & Traffic Volume: Yes

SEQRA: Type I

County Review: Yes, April 30th

Zoning Information:

District: Residence C	Maximum Lot Coverage: 40%
Setback Requirements: F: 20', S: 5', R: 25'	Buffer Zone Required: None

Project Overview: The applicant proposes to construct a residence hall on the Jefferson Community College campus. The building will be located on a 6.55 acre portion of the campus near the intersection of Rand Drive and Cannoneer Loop. This 6.55 acre proposed parcel was changed from Residence A to Residence C earlier this year. It has not been subdivided, although the applicant had indicated that subdivision may occur in the future.

The 4-story building will contain 64 suites with 290 beds, totaling about 62,000 square feet. Parking lots will be constructed to the north and east of the building.

Parking: According to § 310-47(A), each suite requires one parking space, plus 10%, rounded up. The 64 proposed suites must have at least 71 parking spaces. The applicant provides 151.

The applicant does not show traffic control signs at the parking lot entrances. The applicant shall install stop signs at each parking lot exit, and should consider an additional control sign at the intersection of the two lots near the northeast corner of the building.

The applicant must provide a turn movement plan depicting the fire department's ladder truck negotiating the parking lot areas.

The areas near the fire hydrant must be designated "no parking."

The applicant does not designate a loading area. If regular deliveries will occur, the applicant should designate a location or dock in order to prevent interference with normal traffic flow.

Pedestrians: Two of the handicap accessible parking spaces are not served by a sidewalk. The applicant has included a sidewalk ramp detail, but the ramp locations have not been called out on the plan. The applicant must add pedestrian access to the south fire stair exit.

The applicant should install a sidewalk extending eastward from the northeast corner of the building, crossing the parking lot, and connecting with the Rand Drive walk. All crossings must have painted crosswalks.

Lighting: Some street and parking lot lighting exists in the vicinity of the project. The current set of plans does not show any additional lighting. However, limiting light spillage is of little concern given the remote location of the site. The applicant should install Dark Sky approved fixtures if any lighting is installed.

Light pole locations and heights must be shown on the plan in order to assess fire truck accessibility.

Drainage & Grading: The applicant must provide copies of the SWPPP and related correspondence with NYSDEC.

The applicant shall show inverts for all proposed catch basins and manholes, and slopes, types, and diameters for all proposed pipes. The applicant must also provide detailed drainage area maps with pre/post calculations, as well as stormwater treatment and quantity calculations, details for the basins, and percolation test results. The engineering report will also need to include a traffic, lighting, and landscaping summary.

Also, the applicant must determine and depict what the 16" CPP near the Rand Drive intersection connects to.

The stormwater network should be shown on the grading plan.

The applicant must provide a stone rip rap apron at the outlet of the storm sewer pipes on the north side of Rand Drive. A detail for the design of this apron must be included.

Water: The applicant will extend an 8" water main along Cannoneer Loop to provide water service. The applicant must shift the proposed hydrant so that it is further from the building. The current location at the corner of the parking lot is difficult to access and appears to lie within the building's collapse zone.

The new hydrant location should also be downstream from the building's water service to aid in hydrant flushing.

The applicant will need to provide the City with copies of all correspondence regarding the NYSDOH water supply permit.

Sewer: An 8" existing sanitary sewer line runs along the western side of the building. The applicant will connect to an existing manhole using a 6" PVC pipe. The proposed sewer is designed to convey more than 2,500 gallons per day and thus requires a sanitary sewer extension permit. The applicant must provide copies of all correspondence with NYSDEC regarding the SPDES permit.

The applicant should consider increasing the distance between the sanitary sewer and the proposed gas line.

Landscaping: The existing site is primarily covered with deciduous brush except for the west side of the site which has several mature spruce trees and other larger deciduous trees located along Cannoneer Loop. Much of the site, including the trees along Cannoneer Loop will be cleared for the construction.

The applicant has provided a landscaping plan with limited information. 27 new trees are proposed, and the existing street trees on Rand Drive will either remain, be relocated, or be replaced in kind. Bio-swales will be installed in five locations along the street right-of-way, and will be the functional equivalent of the planting beds recommended by the Landscaping and Buffer Zone Guidelines.

The conceptual landscaping plan generally meets the intent of the Landscaping and Buffer Zone Guidelines, however, the applicant must submit an updated and finalized Landscaping Plan that contains a quantity and species schedule. When preparing the plan, the applicant is reminded to diversify the tree species such that no one tree species accounts for more than 15% of the total. Additional trees around the perimeter of the parking areas should also be added.

The landscaping plan must be submitted to the Planning Office for approval and the approved plan must be installed prior to the issuance of a Certificate of Occupancy.

Miscellaneous: The depicted parcel on which the project is located has not been divided from the rest of the JCC properties, and is in fact a collection of small parcels and paper streets. The applicant must assemble all parcels covered by the building prior to issuance of building permit. A deed describing the assemblage must be filed with the County Clerk and a copy provided to the City Engineer.

If the applicant wishes to divide the project property from the campus, a subdivision approval must be sought from the Board.

The applicant must provide at least one original survey, stamped and signed by a NYS licensed surveyor. Current tax parcel lines and labels, including the paper streets, should be shown in the survey.

If a refuse container or enclosure will be included on site, its location and design must be depicted on the site plan. Refuse containers may not be within 15' of a property line.

The applicant shall revise the preliminary architectural drawings to remove the mirrored text.

The applicant shall revise the plan to include fire apparatus access to the entire exterior of the facility. Code Enforcement cites 503.1.1 from the NYS Fire Code.

The Fire Department has also requested that KNOX boxes be installed at all secured building entrances. These key boxes provide firefighters with quick, non-destructive access to the building in an emergency.

The applicant must obtain the following permits prior to construction: Sanitary Sewer Permit, Water Supply Permit, and Building Permit.

Summary:

1. The applicant shall install stop signs at the parking lot exits
2. The applicant shall provide a turn movement plan showing the City's fire apparatus negotiating the parking lot.
3. The applicant shall mark a "no parking" area in the vicinity of the fire hydrant.
4. The applicant shall provide a loading area if frequent deliveries are expected.

5. The applicant shall provide a sidewalk to all handicap parking spaces.
6. The applicant shall indicate the locations of all sidewalk ramps.
7. The applicant shall provide a sidewalk to the south fire stair exit.
8. The applicant shall provide a sidewalk from the northeast corner of the building eastward to Rand Drive.
9. The applicant shall depict painted crosswalks at all sidewalk crossings.
10. The applicant shall depict any proposed light pole locations and their heights.
11. The applicant shall provide the Engineering Department with copies of all correspondence with NYSDEC regarding the SWPPP.
12. The applicant shall depict all inverts, slopes, sizes, and materials for the storm water system.
13. The applicant shall provide detailed drainage area maps with pre/post calculations, as well as stormwater treatment and quantity calculations, details for the basins, and percolation test results.
14. The applicant shall determine what the 16" CPP near the Rand Drive intersection connects to.
15. The applicant shall depict the storm sewer network on the grading plan.
16. The applicant shall provide a rip rap apron at the storm sewer outlet, and provide a detail therewith.
17. The applicant shall shift the hydrant away from the building, avoiding the collapse zone and ensuring the easiest possible access by the Fire Department. The hydrant should be downstream from the building's water service to improve hydrant flushing.
18. The applicant shall provide copies of all correspondence with NYSDOH regarding the water supply permit, and with NYSDEC regarding the SPDES permit.
19. The applicant shall increase the distance between the proposed gas line and the existing sanitary sewer.
20. The applicant shall provide an updated landscaping plan that includes a selection of diversified tree species and quantities for approval by the City Planning Office. The approved landscaping shall be installed prior to issuance of a Certificate of Occupancy.
21. The applicant shall assemble all impacted parcels prior to issuance of a building permit.
22. The applicant shall provide an original survey, stamped and signed by a NYS licensed surveyor.
23. The applicant shall update the plans to depict existing tax parcel lines and labels.
24. If the applicant intends to install a refuse container, it shall be depicted on the site plan and shall not lie within 15 feet of any property line.
25. The applicant shall correct the mirrored text on the architectural plans.
26. The applicant shall revise the plans to provide the Fire Department access to the entire exterior of the building.
27. The applicant shall provide KNOX boxes at all secured building entrances.
28. The applicant shall provide a Traffic, Lighting, and Landscaping Summary in the Engineering Report.

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Joe Thesier, 327 Mullin St
Michael Kaskan, 195 Arsenal St
David Schissler, 1220 Coffeen St